



SVRS Election Checklist III 2011 Spring Election April 5, 2011

Detailed instructions for each step can be found in the section of the updated training materials noted in parenthesis below.
Please refer to the updated materials found on the Government Accountability Board - Elections Division website: <http://gab.wi.gov>

Steps 1 – 12 were completed prior to the election. (SVRS Election Checklist I & II)

Steps 13 – 15 are performed after the polls close.

- ☐ Step 13: Count ballots, tabulate votes and record on the appropriate Tally Sheets, and complete forms. (See *Post-Election Checklist, Page 78 in the "Election Day Manual for Wisconsin Election Officials" June 2010*)
- ☐ Step 14: Municipalities send one original copy of each poll list to the County Clerk by 4:00 p.m. the day after the election. (See *Post-Election Checklist, Page 78 in the "Election Day Manual for Election Officials" June 2010*)
- ☐ Step 15: By 4:00 p.m. on April 6, 2011: Report the number of Provisional Ballots issued to the GAB - Elections Division, including whether or not the ballot was counted.

Steps 16 – 26 must be completed by May 5, 2011.

- ☐ Step 16: Reliers promptly send copies of any GAB-131s not already entered in to SVRS (including late registrations and Election Day registrations) and Poll Lists to Providers (if not already provided to the county clerk)
- ☐ Step 17: Self Providers or Providers for their Relier(s) check Election **Milestone 5**, if not already checked, for the 2011 Spring Election. (*Set up & Print Poll Book: Page 17*)
- ☐ Step 18: Self Providers or Providers for their Relier(s) enter and process late registrations in SVRS. Choose the App Source of "**Late** Registration." (*Voter Application: Pages 3-16*)
- ☐ Step 19: Self Providers or Providers for their Relier(s) **record** voter participation in SVRS. For **Late** Registrants processed in Step 18, the Voter ID number will have to be entered manually to record voter participation. (*Post Election Activities: Pages 8-9*)
- ☐ Step 20: Self Providers or Providers for their Relier(s) process **Election Day Registrations** in SVRS with the App Source of "Election Day Registration." This will automatically record a voting record. If no ballot was issued, choose the App Source of "Election Day Registration – No Ballot Issued." (*Voter Application: Pages 17-18*)
 - ☐ If any Election Day registrations are incomplete applications, see the SVRS Application Training Participant Guide for instructions on processing the applications. (*Post Election: Pages 5-7*)
- ☐ Step 21: Self Providers or Providers for their Relier(s) review Poll Books. Update voter records for Proof of Residence (ID Required) provided by voter. (*Voter-Maintaining Voter Records: Page 14*) Update any typographical corrections noted on the poll books. (*Voter-Maintaining Voter Records: Page 9*)
- ☐ Step 22: Municipal Clerks complete Election Voting and Registration Statistics Report (GAB-190). All GAB-190s must be entered into an online program, the Wisconsin Election Data Collection (**WEDCS**) within the 30 days following the election. "Online" does not mean emailing a copy of the GAB-190 to the G.A.B. All municipalities that use the SVRS should have access to the WEDCS and will enter their GAB-190(s) into the program. Reliers who do not have access to the WEDCS should send a copy of their GAB-190 to their Provider for entry. GAB-190 should be updated as absentee ballots are returned late to your office. (*WEDCS Chapter: Pages 3-9*)
- ☐ Step 23: Compare the response on questions 2 of the GAB-190 to the total votes recorded in SVRS. SVRS has two reports that will be useful: Vote Count by Voting Method and the Voter Participation Report. (*Post Election: Pages 12-19*)
- ☐ Step 24: Self Providers or Providers for their Relier(s) check Milestones 6-9 for the 2011 Spring Election. (*Post Election: Page 23*)



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☐ Step 25: County checks Milestones 5-9 for the 2011 Spring Election (after all municipalities have checked theirs).
(*Set up & Print Poll Book: Page 17*) (*Post Election Activities: Page 23*)

☐ Step 26: Self-Providers and Providers for the reliers must enter the Office Holders in the Office Type node
(*Post Election Activities: Page 25*)

If you do not come up with matching results, please consider the following methods to reconcile participation.

Check that all of the Election Day Registration's have be entered AND that all of those voters have a vote recorded.

Look up the voter in the voter node, open their record, look at the voting activity tab and verify that participation for this election is included.

Check your supplemental list.

Look up all of the voters that are on the supplemental poll book or supplemental list from Election Day to be sure that they have vote recorded. Look up the voter in the voter node, open the record, look at the voting activity tab and verify that participation for this election is included

Compare Poll Books to Voter Participation Report (*Post Election Activities: Pages 17*)

Print the Voter Participation Report from SVRS and compare it side-by-side with the poll book from the Election Day. This list can be generated by polling location or by municipality. This report is most effective close to the election. This report does not include voters who move out, are merged out, or are linked into a new record.

When you find voters that do not appear on this report, double check them in the Voter node to be sure that they have a vote before you consider trying to add a vote. The most accurate count of voters for an election is the Vote Count by Voting Method Report.

Check the numbers in the poll book. If you are missing any get the other copy and look for them.

Type each number that was used in a given poll book into an excel file, sort the file, and identify the numbers that you are missing. Then, look in the other copy of the poll book for the numbers that you are missing. This poll book is most likely not located in your location (one copy at the county and one at the municipality) so you may need to request assistance from the other office. Also check the Inspector's Statement to see if any of the numbers that you are missing/looking for were a problem voter that may have resulted in no participation by that voter.

Be sure the right number is in Question #2 on the GAB-190 and entered correctly in WEDCS.

This number should be the number of people that participated in the election. Ideally this would be the last voter number that was issued, but it may not be if there were numbers that were skipped or missing, then the last voter number is not the answer to question #2.